

**PRICE QUOTATION FORM**

Organization: \_\_\_\_\_ IFB No.: \_\_\_\_\_

For the purposes of this procurement, “unit rate” shall mean “hourly rate” inclusive of all applicable overhead, taxes, and fees.

**Instructions:** Bidders shall complete the tables below with appropriate unit rate, travel budget, and total position price for the Informatics Project Manager position requested.

The rate table shall be completed with the assumption that the position will be equivalent to 1.0 FTE. 1.0 FTE is defined as 1,040 hours per year but may vary depending on the needs of the STATE. Salary shall not exceed the Federal Executive Level II salary cap.

Staff shall not be required to perform services on holidays. Current observed holidays are outlined in Exhibit B, 2024-2025 State of Hawaii Government Observed Holidays.

**Definitions:**

Pay Rate – This is the hourly rate the assigned personnel would earn.

Taxes and Fees – This is the sum of overhead costs, and all applicable taxes and fees.

Total Unit Rate – This is the sum of the labor rate, overhead costs, and all applicable taxes and fees. This is the rate the Bidder would charge the STATE.

Annual Cost – This is the cost the Bidder would charge the STATE annually (not including travel) per position, inclusive of all applicable taxes, fees, and overhead. The formula used to calculate this is as follows: Total Unit Rate x 1,040 hours = Annual Cost

Total Travel Budget – This is the sum of all travel line items for one (1) intra-state and one (1) out-of-state trip.

Total Position Price – Annual Cost + Total Travel Budget = Total Position Price.

<b>Standard Rate Table</b>			
<b>Position</b>	<b>Pay Rate (per hour)</b>	<b>Taxes and Fees (per hour)</b>	<b>Total Unit Rate (per hour)</b>
Informatics Project Manager			

Travel may be required. The Bidder shall estimate the cost per trip taking into consideration the parameters set forth in Section 3, *Service Specifications: Temporary Staff Travel*.

The STATE estimates each trip to be no longer than three (3) business days, but may vary. The Travel Item Budget and Total per Trip shall be inclusive of all applicable taxes and fees. Please note: Variances in travel costs may be subject to change due to price fluctuations beyond the STATE’s and CONTRACTOR’s control, and shall be approved by the STATE in advance.

For cost evaluation purposes, one (1) intra-state trip and one (1) out-of-state trip per position will be factored in when identifying the Bidder's total position price. Number of trips is subject to change based on awarded bidder's staff location.

<b>Intra-State Travel Rate Table</b>	
<b>Description</b>	<b>Travel Item Budget</b>
Intra-State Airfare	
Intra-State Lodging	
Intra-State Transportation (excluding airfare)	
Intra-State Per Diem	
<b>Total Intra-State Budget per Trip</b>	

<b>Out-of-State Travel Rate Table</b>	
<b>Description</b>	<b>Travel Item Budget</b>
Out-of-State Airfare	
Out-of-State Lodging	
Out-of-State Transportation (excluding airfare)	
Out-of-State Per Diem	
<b>Total Out-of-State Budget per Trip</b>	

<b>Total Travel Table</b>	
Total Intra-State Travel Budget per Trip	
Total Out-of-State Travel Budget per Trip	
<b>Total Travel Budget</b>	

The below table shall reflect the total position price to be used.

<b>Position</b>	<b>Total Unit Rate</b>	<b>Annual Cost</b>	<b>Total Travel Budget</b>	<b>Total Position Price</b>
Informatics Project Manager				

Remarks (Optional):